

Chapter 173-322 WAC - Activities and Timeline 4th version

MAJOR MILESTONES	Target DATES
File CR-101	May 24, 2004
Rule language to OTS	June 17, 2004
File CR-102	August 27, 2004
Published in Washington State Register (WSR)	Sept. 15, 2004
Formal Public Hearings	Oct. 5, 2004
Comment period ends	
CR-103 Director's Review Packet complete	Dec. 16, 2004
Adoption, CR-103 filing	Jan. 4, 2005
Published in WSR	Feb. 1, 2005
Effective date	March 3, 2005

Activities/Products	Deadlines	Lead Staff	Revised Date	Done
Draft rule development plan and timeline	May 17, 2004	Singer		6/12
Draft communication strategy, revised, for review	May 17	Singer/Caitlin C.		6/22
Final Rule Development Plan	May 17	Singer		6/22
CR-101 Packet <ul style="list-style-type: none"> CR-101 form signed (6 copies) Cover memo to Program Manager Router Letter to file stating exempt from SEPA RDP (if it has not been signed yet) 	May 19 (depends on how many people need to sign it before Cullen)	Singer		6/22
File CR 101	May 24, 2004	Singer		6/22
Make initial SEPA determination	May 24, 2004			6/21
Develop mailing list	May 31			
Mail/email interested party packet	June 1		8/26	
CR-101 Publishes June 2	June 2			7/7
Update website			8/30	
Arrange meetings w/stakeholder groups (which?) about informal draft to collect input		Singer		
Draft language and internal review	July 8	Singer	9/3	
Deliver draft rule language to OTS	Aug 11	Schreiner	9/15	
Rule outreach preparations <ul style="list-style-type: none"> Begin facility arrangements (set-up, A/V, etc.) Develop hearing and comment period notice that describes draft rule and advertises public hearings Re-write web page to include new info and to post draft rule with comment form Order mailing labels Print hearings/comment period notice 	Early July	Singer		
Determine location of hearings/reserve facilities and assign hearings staff	July 21	Singer	9/30	
Internal review of CBA	Aug 11	Economist		
CBA: <ul style="list-style-type: none"> Complete Draft CBA and SBEIS for internal review Revise Draft CBA 	Aug 25	Economist		

Activities/Products	Deadlines	Lead Staff	Revised Date	Done
Complete CR-102 packet: <ul style="list-style-type: none"> • OTS rule language • CR-102 form • Focus Sheets • CBA/ least burdensome DRAFT • SBEIS • SEPA documentation 	Aug 27	Singer	10/15	
Brief Deputy Director for signature on CR102	Aug 30	Singer/Stephenson	10/20	
File CR 102: File with Code Reviser	Sept 1	Schreiner	10/22	
Comment period outreach <ul style="list-style-type: none"> ▪ Mail hearings/comment period notice ▪ Publish revised web page ▪ News release out ▪ Email notice info and web link to listservs 	Sept 2	Singer		
Publication in WSR	Sept 15			
Hearing preparations <ul style="list-style-type: none"> ▪ Develop any additional handouts for hearings ▪ Print announcement in newspaper of general circulation ▪ Print materials for public hearing (include draft rule) ▪ Do dry run for public hearings ▪ Misc. items to be developed for hearing: <ul style="list-style-type: none"> Agenda Sign-in sheets Evaluation forms 	Sept 15	Singer/Hearing Officer		
First possible hearing	Oct 5			
End of public comment period 7 days after last hearing	?			
Finalize Rule Language: <ul style="list-style-type: none"> • Incorporate comments from comment period • Internal review 	Dec 1			
Send any changes to OTS for final rule language	Dec 1			
Complete/Revise: <ul style="list-style-type: none"> • Concise Explanatory Statement • CBA/least burdensome alternative • SBEIS revisions • SEPA Final EIS • Implementation Plan 	Dec 15			
Format, publish online, print Concise Explanatory Statement,	Dec 15	Singer		
Complete CR-103 packet: <ul style="list-style-type: none"> • Significant legislative documentation • CBA/ least burdensome alternative analysis • SBEIS • CES • Implementation Plan • SEPA Final EIS • Focus Sheets • Rule Adoption Notification • CR-103 form • OTS printout of language 	Dec 15	Singer		
Route packet to appropriate staff prior Director briefing	Dec 15	Singer		
Revise web page w/ CES, CBA, SBEIS, final rule, adoption date				

Activities/Products	Deadlines	Lead Staff	Revised Date	Done
Brief the Director	Dec 16	Singer /Stephenson		
Distribute Concise Explanatory Statement to those who made public comments, state library, Ecy library, publications office		Singer		
Adoption - file CR-103	Jan 4	Singer/Schreiner		
File CR-103	Jan 4	Schreiner		
Publish web page	Jan 4			
Send Rule Adoption Notification Email listserv w/filing and adoption date, web link Applicants and interruptible	March 10	Singer		
Published in WSR	Feb 1			
Effective date	March 3, 2005			
Codified text available	March 1	Schreiner		
Rule File submitted	April 1	Singer		